

HEAD START HUMAN RESOURCES MANAGER

DEFINITION: Under general direction, performs work of considerable difficulty in planning, developing, organizing and managing human resources activities within Navajo Head Start; serves as internal consultant in providing technical expertise and guidance in personnel administration and employee relations in accordance with the Head Start Performance Standards, collective bargaining agreement, personnel policies and procedures; interprets and provides advice on standards, regulations, policies and procedures; provides management/staff consultation, training and administration in areas of recruitment and selection, personnel records, employee relations, classification, performance management, process improvements and other human resources management programs; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, develops and manages the human resources activities within Navajo Head Start; researches, develops and implements fiscally responsible and efficient human resources processes, i.e., recruitment, classification, compensation, performance management, training/development, personnel records and policy administration; monitors department adherence to recruitment and selection policies and procedures, collective bargaining agreement and regulatory compliance issues; coordinates and conducts background checks, employee assessments and fingerprinting; researches, interprets, develops or revises policies and procedures involving personnel related issues; remains updated on latest legal, labor laws and performance standard updates regarding human resources policies and procedures to ensure legal compliance.

Supervises and directs human resources staff; ensures recruitment, selection and hiring processes are in compliance with applicable policies and procedures and the Head Start performance standard requirements; ensures maintenance, security and confidentiality of personnel files and records; conducts periodic audits of personnel files for compliance with Head Start performance standards and other applicable regulations; develops, maintains and tracks personnel data and reports; participates in short and long term planning, budget and program reviews; provides technical assistance in developing staffing projections; collaborates and coordinates budget and position information with the Office of Management and Budget, Department of Personnel Management and the Office of the Controller; collaborates with the Department of Personnel Management to initiate classification actions; supervises administration of employee performance evaluations in accordance with Navajo Nation Personnel Policies and procedures.

Advises and assists supervisors with personnel related issues and challenges, including performance improvement plans, feedback and disciplinary processes; coordinates with supervisors on handling grievance issues in a legally compliant and professional manner; responds to grievance and complaints in accordance with policies and procedures, collective bargaining agreement and other mandated guidelines; performs related investigations and documentation; maintains positive communications with union representatives, providing information when warranted or required; consults with the Department of Justice and the Department of Personnel Management as appropriate on personnel matters; works with managers/supervisors to address personnel matters.

Assesses professional development, training and organizational development needs; develops, plans and monitors progress; develops, revises and implements human resources policies, procedures and process improvements; reviews staff development and training needs to ensure that teaching staff are meeting the required educational mandates; develops and implements ongoing and consistent training system; maintains staff development plans; maintains records of training needs and accomplishments; oversees planning and implementation of training topics; ensures compliance with Head Start performance standards; attends training, meetings and conferences to develop and maintain professional competence.

HEAD START HUMAN RESOURCES MANAGER

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of Head Start Performance Standards, regulations, collective bargaining agreement and applicable department policies and procedures.

Knowledge of the principles, practices and trends of human resources management.

Knowledge of all functional areas of human resource management and employment laws.

Knowledge of specialized recruitment strategies for various types of positions.

Knowledge of the principles and practices of public human resource management.

Knowledge of the principles and practices of position classification, salary administration, recruitment, selection, employee development and employee relations.

Knowledge of the organizational structure of the Navajo Nation and department.

Skill in comprehending and analyzing organizational and procedural problems and in making sound recommendations and conclusions.

Skill in project management, time management and leadership.

Skill in applying judgment in the release of confidential information.

Skill in researching, compiling and preparing reports and related information.

Skill in oral and written communications; making presentations and providing training.

Ability to interpret and implement complex law and policies.

Ability to handle highly stressful and sensitive situations in a professional manner.

Ability to deal tactfully and develop effective working relationship with department heads, staff, vendors, elected officials and professional consultants.

Ability to meet deadlines.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Human Resources or Personnel Management, Education Administration or closely related field; and six (6) years of work experience in human resource/personnel management including labor relations and negotiation, three (3) years of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- A Master's degree in Human Resources or Personnel Management, Education Administration or closely related field.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent must abide by the program's standards of conduct.

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.